

## POST-DEPARTMENT HEAD DETAILING PROCESS

In response to fleet distribution needs and significant fleet feedback, PERS-411 has revised the Post-Department Head detailing process. We strive to continually improve this process in the interest of fairness and transparency as we fill priority billets around the world. The aim of this update is to provide the latest information and reduce ambiguity for Officers transitioning to their Post-Department Head tours.

### Our primary goal is to prepare you for milestone screening

1. Reconciliation is not a “SLATE,” where the number of Officers and billets are equal. Reconciliation is a competitive process for distributing a limited number of Officers to fill available billets. Current control grade shortfalls mean that not all available billets will be filled at the end of each month. Reconciliation is the closest to one-on-one detailing you will have experienced up to this point in your career, and should include detailed discussion with your detailer regarding what is best for your career, your preferences are, and ensuring you remain on track for your next milestone screening.
2. After completing Department Head requirements, Officers should ideally expect two, 24-month assignments (sea or shore) as required by career/Navy needs (MILPERSMAN 1301-110). Both the number and length of these tours will vary based on your timing and career needs. You are **NOT** guaranteed any particular length or number of tours during your Post-Department Head window.
3. Officers are referred to as Non-Due Course (NDC) when they fail to screen for an administrative milestone. Those Officers continue on a 1-1 sea/shore tour rotation.

### Detailing Window:

1. Start reviewing the Downstream Fills (DSF) list (updated monthly) approximately 10 months from your PRD. If you are interested in attending a war college, inform your Detailer as soon as possible, but be advised we generally do not allow officers rolling to their first Post-Department Head tour to go to education. Contact your Detailer approximately 9 months before your PRD to begin communication.
2. Your notional reconciliation month is 7-8 months prior to your PRD. You will submit your preferences utilizing the advertised DSF (see bottom chart for timing summary).
3. You may terminate shore duty at any time to compete for an overseas or sea duty assignment, regardless of PRD. You may also request a GSA billet at any time, regardless of your PRD.

**\*\*\* ATTN: 2<sup>ND</sup> TOUR DEPARTMENT HEADS. Your detailing window depends significantly on the timing of your relief as it is our policy to not gap DH billets. Even if you are reconcile, your detach date is still dependent on your relief. Contact your Detailer to determine your estimated detailing window. \*\*\***

### Reconciliation Process:

1. Your PERS-411 Detailers conduct a reconciliation board on a monthly basis (normally the last full week of the month). The monthly process will begin the first week of each month via an email from the detailers to all applicable constituent rollers.

2. Beginning 7-8 months prior to your PRD, we will compete you for all of your billet preferences. You will be detailed based on your career needs, previous experience and performance, needs of the Navy (priority/hot fill billets), and your personal preferences.
3. Once approved by PERS-41, your Detailer will inform you either of your next assignment or that you will be considered for reconciliation the following month. In the end, finding the proper billet fit (Officers with the skill sets needed to succeed in that billet) will take precedence over filling a billet with any available Officer.
4. Officers may not choose to delay reconciliation solely based on a dislike of the billets available for fill.
5. In the interest of fairness to all Officers competing for billets, we do not reconcile billets with fill dates greater than 8 months from the current reconciliation month.

| <b>Reconciliation Month</b> | <b>Officers Eligible to Compete for Billets (Target PRD window)</b> | <b>Filling Billets</b> |
|-----------------------------|---|------------------------|
| January                     | August  | Now through August     |
| February                    | September   | Now through September  |
| March                       | October   | Now through October    |
| April                       | November, December  | Now through December   |
| May                         | January   | Now through January    |
| June                        | February  | Now through February   |
| July                        | March   | Now through March      |
| August                      | April   | Now through April      |
| September                   | May, June   | Now through June       |
| October                     | July  | Now through July       |
| November                    | No reconciliation   |                        |
| December                    | No reconciliation   |                        |

### **Shaping Your Preference List:**

1. We strongly recommend that you contact your Detailer before you submit your first list of preferences. Understanding that comms are limited, email may be easier but a follow-up phone call is incredibly helpful for you and your detailer. Submitting your preference list early gives you the maximum opportunity to compete for billets. You should update your list each month until you are reconciled into a billet and make sure your Detailer has several ways to contact you (work/personal emails and phone umbers).
2. If you lack a key qualification (EOOW or TAO) when entering reconciliation, we will provide you up to two months to complete it and provide a qualification letter. After two months, we will reconcile you accordingly, with or without the qualification.
3. LCDRs can select jobs on the O4 and O5 lists, although not all commands will accept an O4. For example, NROTC units will not accept an O4 for XO billets. CDRs (not PCCs) and CDR (sel)s must pick jobs from the O5 list only.

4. Joint duty should normally be deferred until after an Officer has screened for command or is NDC.
5. For non-due course Officers, your preferences must take into account your sea/shore rotation. For the purpose of this rotation, we count overseas billets as sea duty.
6. Submit your preferences, in priority order, either via excel or in the body of an email. Include the fill date, UIC and BSC as per the example below:

|      |       |       |      |                  |                                      |        |
|------|-------|-------|------|------------------|--------------------------------------|--------|
| 2108 | 0131A | 00280 | 1110 | COMDESRON 22     | STF OPS&PLN                          | NORVA  |
| 2108 | 3521B | 00120 | 1110 | MESG-2 DET BAH   | OIC CMBT                             | MANAMA |
| 2108 | 4974A | 30020 | 1110 | NECFEURAF-CTF 68 | STF OPS&PLN/OPS                      | ROTA   |
| 2109 | 44074 | 10010 | 1110 | USMTM JIDDA SA   | STF OPS&PLN/SECUR COOP PLNR/00010893 | JIDDA  |
| 2109 | 0172A | 00280 | 1110 | COMDESRON 1      | STF OPS&PLN                          | SDGO   |

7. Include in your email any amplifying information that could affect your next assignment. The more your detailer knows about your personal needs, the better we can serve you.

### Final Key Takeaways:

1. Know your sea/shore rotation and ensure the preference list you provide is reflective. NDC Officers on CONUS shore duty should expect to rotate to a sea/overseas assignment.
2. If you intend to retire or separate, you must declare your intentions before you are within 6 months of your PRD or you will be considered available for orders. If you begin to negotiate assignments with your detailer without clearly stating your intent to retire, you are obligated to fulfill the assignment to which you are slated. In general, PERS-8 requires 9-12 months to process separation or retirement orders.
3. We occasionally get requests by Placement to fill short-fuse/nominative billets. If you are interested in competing for these contact your Detailer.
4. No assignment is official until orders are transmitted